

MEMORANDUM

TO: LIBERTY HIGH SCHOOL STUDENTS
FROM: LHS ADMINISTRATION
SUBJECT: MIDTERM EXAM SCHEDULE
DATE: DECEMBER 1, 2018

Date	Block	Time	Description	Block	Time	Description
12/14	1A	9:00 to 12:00	Study/Exam	4A	12:05 to 3:35	Lunch/Study/Exam
12/17	1B	9:00 to 12:00	Study/Exam	4B	12:05 to 3:35	Lunch/Study/Exam
12/18	2A	9:00 to 12:00	Study/Exam	3AB	12:05 to 3:35	Lunch/Study/Exam
12/19	2B	9:00 to 12:25	Study/Exam		12:30 to 3:35	Regular 3AB and 4B schedule (Regular Lunch Schedule) Make-up exams taking place in the library 3rd/4th period. You must have received permission from your teacher to make-up an exam and have a pass to the library.

Exam Guidelines:

1. Midterm Exams are to be administered at the end of the first semester **for all 9th through 12th grade students** per Bedford County school policy IKC.
2. **Students WILL NOT report to homerooms on exam days, but will report directly to the designated exam period.**
3. During Midterm Exams, **students are not to be released early to go to work. Students must adjust their work schedules to match the school's exam schedule.**
4. On Friday, December 14th, and Monday, December 17th, students will report to lunch based on the schedule of their fourth period class. On Tuesday, December 18th, and Wednesday, December 19th, students will follow their normal lunch schedule based on third period class. **Prior to exams, teachers will communicate to students which lunch to attend on their respective exam days.**
5. Students are not allowed out of the classrooms once an exam has begun until the end of the exam period. Teachers will take reasonable action if a student becomes ill.
6. Students who will be absent from school due to illness should have a parent/guardian contact the school **by the end of the day for the missed exam(s)** in order to reschedule the exam. **If parent/guardian contact is not received, a "1" will be entered as the exam grade for the missed exam(s).**
7. Morning BSTC students will return to LHS each day to arrive on time for lunch and afternoon exam study periods.
8. **If schools are closed on an exam day**, the exams will follow the printed schedule regardless of school closure unless otherwise announced. Any exams that need to be rescheduled due to school closure will be scheduled for a later date and announced. **Students are encouraged to take study materials for ALL exams home on Monday, December 10th.**
9. **The first day of 2nd Semester, January 3, 2019, will be an "A" day so as to continue with our regular rotation and to keep LHS and LMS on the same A-day/B-day schedule.**

Midterm Exam Bell Schedule for December 14th, 17th, and 18th

Time	Block
8:45	Warning Bell
8:50 – 9:00	Announcements/Moment of Silence/Pledge
9:00 – 10:00	AM Study Period and bathroom break
10:05 - 12:00	AM Exam
12:05 – 1:35	PM Study Period and Lunch (see below)
1:40 – 3:35	PM Exam

Lunch Rotation	PM Study Period
First Lunch 12:05 – 12:30	12:35 – 1:40
Second Lunch 12:35 – 1:00	12:05 – 12:30/1:05 – 1:30
Third Lunch 1:05 – 1:30	12:05 – 1:00

Midterm Exam Bell Schedule for December 19th

Time	Block
8:45	Warning Bell
8:50 – 9:00	Announcements/Moment of Silence/Pledge
9:00 – 10:00	AM Study Period and bathroom break
10:05 - 12:25	AM Exam
12:30 – 3:35	3AB and 4B – regular schedule for the remainder of the day. Concert in the auditorium during 4th period.

BSTC BUS SCHEDULE

12/14, 12/17, and 12/18	AM BSTC STUDENTS	Depart BSTC	11:50 AM
	PM BSTC STUDENTS	Depart LHS	12:35 PM
1219	AM BSTC STUDENTS	Depart BSTC	Regular time
	PM BSTC STUDENTS	Depart LHS	Regular time

*Morning BSTC students will return to LHS a few minutes early each day to arrive on time for lunch and afternoon exam study periods.